



**COMMANDER IN CHIEF  
U.S. ATLANTIC COMMAND  
ORGANIZATION  
AND  
FUNCTIONS MANUAL**

**USCINCLANT STAFF INSTRUCTION 5200.11**

SECTION 5

INTELLIGENCE DIRECTORATE

0501 The Director of Intelligence (J2), under the direction of the Deputy and Chief of Staff (J01), shall:

a. Discharge intelligence functions consistent with the responsibilities enumerated in JCS Pub 2, the UCP, and Annex A to the JSCP.

b. Provide intelligence support to USCINCLANT, his principal subordinates and staffs, keeping him informed regarding potential threats and foreign developments which could impact the command.

c. Establish plans, policies and overall requirements for the intelligence activities of USCINCLANT, ensuring that policies are in consonance with national and DOD intelligence directives.

d. Provide intelligence support to SIOP execution.

e. Plan for intelligence support to continuity of operations.

f. Forward promptly to the Joint Chiefs of Staff and to the Services, as appropriate, intelligence and counterintelligence material which originates in USCINCLANT, in accordance with current statements of interest and pertinent directives of the Joint Chiefs of Staff.

g. Provide for augmentation of command intelligence by active, reserve, and allied resources to satisfy contingency and mobilization requirements.

h. Develop and maintain intelligence annexes for USCINCLANT OPORDs/OPLANs/CONPLANs.

i. Plan for USLANTCOM Theater Intelligence Architecture, ensuring that component intelligence support requirements are met and that both National and Theater intelligence collection systems are properly designed, supported and exploited.

j. Manage and coordinate USLANTCOM intelligence and intelligence-related resource programs to include oversight of the USCINCLANT and component commander General Defense Intelligence Program (GDIP), the Five Year Defense Plan (FYDP), the Service POMs, and annual apportionment/budget requests.

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k. Submit for validation to the Director, DIA, intelligence resource limitations or shortfalls critical to the accomplishment of the assigned mission. This includes, but is not limited to, the submission of communications shortfalls in support of joint or combined activities.

l. Advise DIA of additional requirements for intelligence support.

m. Maintain an I&W function within the framework of the DOD I&W system consistent with the provisions of the Worldwide Warning Indicator Monitoring System (WWIMS) Development and Implementation Plan.

n. Provide 24-hour intelligence support to USCINCLANT Command Center Watch Officer.

o. Conduct I&W surveillance assessment and reporting on warning problems in the WWIMS within the geographic areas assigned by the UCP for normal operations, in accordance with WWIMS delegated authority for I&W assignments.

p. Act as Special Security Officer for USCINCLANT.

q. Maintain liaison with the intelligence staffs of senior, subordinate and adjacent commands, and with Navy and National Intelligence Agencies.

r. Coordinate intelligence production of USCINCLANT component commands.

s. Exercise staff cognizance over counterintelligence and investigative matters in USLANTCOM.

t. Exercise staff supervision over the activities of LANTCOMELINTCEN.

u. Provide for the secure dissemination of intelligence information derived from operation of early warning systems.

v. Provide intelligence support required to plan and conduct refugee evacuation, disaster relief, and other humanitarian missions as may be directed.

w. Provide mission planning support for the Tomahawk Land Attack Missile.

x. Exercise cognizance over the USLANTCOM Intelligence Data Handling System.

y. Implement intelligence policies and directives promulgated by higher authority.

z. Ensure the training and integration of Reserve Intelligence units and personnel assigned to the U.S. Atlantic Command.

0502 The Deputy Director of Intelligence (J2A) shall:

a. Assume the duties of the Director of Intelligence (J2) during his absence.

b. Coordinate the overall activities of the intelligence directorate.

c. Manage, supervise and direct activities of the Current Intelligence Operations Center which include the integrated efforts of all-source substantive intelligence, Intelligence Collection Division and the DOD-directed USCINCLANT Indications and Warning Center.

d. Act as principal advisor to the Director of Intelligence (J2) on all matters pertaining to all-source substantive intelligence, intelligence collection programs, intelligence resource management, mid- and long-range planning and policy development.

e. Direct the analysis of all-source intelligence to provide maximum support and alert for the U.S. Atlantic Command.

f. Provide current and timely intelligence support to USCINCLANT subordinate commands, including ships engaged in special operations.

g. Execute the policies of the Director and be responsible for management of resource allocation and budgeting, personnel and administration.

h. Monitor tasking of intelligence production assets and provide a system for validation of requirements for production and dissemination of finished and raw intelligence information.

i. Direct intelligence mid- and long-range planning efforts, to include ensuring development of intelligence support to SIOP execution and continuity of operations as well as providing adequate intelligence support in the planning and execution of joint exercises.

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j. Manage a program for evaluating and utilizing essential counterintelligence information, and provide a system for administering foreign disclosure of classified information.

k. Act as program manager for the overall planning and development of Intelligence Data Handling Systems to sustain intelligence analysis and production in support of mission objectives.

0503 The Assistant for Investigative and Counterintelligence Matters (ADDU for CO NAVINVSERVO Norfolk) (J2C) shall:

a. Provide necessary professional expertise and technical assistance to staff personnel and guidance to USLANTCOM subordinates in investigative and counterintelligence (CI) matters.

b. Conduct liaison for USCINCLANT with subordinates and other agency CI elements.

c. Act as a point of contact in criminal and CI investigations between USCINCLANT Staff and NAVINVSERVO components throughout USLANTCOM.

0504 The Intelligence Production Liaison Officer (ADDU for CO FICEURLANT) (J2D) shall:

a. Advise on intelligence production responsibility in support of USCINCLANT Strategic and Contingency Operation Orders/Plans.

b. Perform liaison with subordinate, lateral and senior commands concerning intelligence production requirements.

0505 Commander, Atlantic Command Defense Analysis Center (ADDU for COMLANTDAC) (J2E) shall:

a. Advise on electronic intelligence matters.

b. Serve as senior J2 officer in Alert Cadre.

c. Supervise Intelligence and Warning and Current Estimates functions supporting and responding to USCINCLANT J2 direction.

d. Advise on long range intelligence planning for selected command center issues.

e. Perform liaison duties with subordinate, lateral, and senior commands as directed.

0506 The Head, Indications and Warning and Current Estimates Directorate, Atlantic Command Defense Analysis Center (LANTDAC) (J2EB) shall:

- a. Develop procedures and provide direction to the management and operations of the USCINCLANT Indications and Warning System and the Periodic Indication and Warning Officer Message Report.
- b. Exercise staff cognizance over the Atlantic Command participation in the DOD World Wide Indications and Warning System.
- c. Exercise staff cognizance over standard operating procedures which assure an efficient and timely flow of warning information within the Staff. With the Head of the Military Forces Panel and the OIC FOSIC DET CINCLANTFLT, coordinate the current intelligence response to crisis situations and support to the Battle Staff.
- d. Manage the activities of the Latin American/West African, Briefing, and World Wide Military-Political sections. Monitor and direct the research and support functions of assigned reservists during drills and ACDUTRA.
- e. Maintain liaison with the OIC FOSIC DET CINCLANTFLT and the Head of the Military Forces Panel to advise, consult and review the execution of Indications and Warning functions, training and qualifications of assigned Indications and Warning Watch Officers/Petty Officers.

0507 Director Management Support Division (J20)

- a. One of three principal mid- and long-range planning executives in the Director of Intelligence staff. Directly responsible for planning for intelligence support to continuity of operations, execution of general war and nuclear war plans, personnel (active and reserve), selected C3I issues and physical space/facilities. As one of the key long range planners, develops local and theater intelligence architectures to ensure joint and component intelligence requirements are met and that National and Theater intelligence collection and processing systems are properly designed, supported and used. As directed by the Atlantic Command Director of Intelligence, provide planning support to local subordinate commands and the Fleet Director for Intelligence.
- b. As the Command Security Manager for both the Atlantic Command Intelligence Directorate and the Fleet Intelligence

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Directorate, be responsible for developing and coordinating physical, document and ADP security programs within both staffs. As a mid- and long-range planner, be responsible for local and theater-wide security issues. Act as the Atlantic Command Single Point of Contact/Security Manager for selected Special Access Programs.

c. Supervise the work of personnel assigned the Management Support Division and perform direct management support functions for the Atlantic Command Director of Intelligence as required. As directed by the Atlantic Command Director of Intelligence, provide supervisory and management support to the Fleet Intelligence Director.

0508 Counterintelligence Officer (J20B) shall:

a. Implement, develop and coordinate all counterintelligence plans and policies.

b. Provide terrorism intelligence support to USCINCLANT's Antiterrorism and Counterterrorism program.

c. Provide intelligence support to USCINCLANT's OPSEC and deception programs.

d. Provide advice on foreign disclosure policy and procedures.

e. Maintain liaison and coordinate counterintelligence services, i.e., Technical Surveillance Countermeasures (TSCM), with all counterintelligence elements/agencies.

f. As directed by the Atlantic Command Director of Intelligence, provide support to the Fleet Intelligence Director.

0509 The Director, Plans, Policy, Production and Resources Management Division (J21) shall:

a. Direct and coordinate the activities of the Plans, Policy and Resources Management Division and act as the principal advisor to the Director of Intelligence (J2) for these matters.

b. Prepare, review, coordinate and participate in intelligence planning and program actions with the Joint Staff, military services, Office of the Secretary of Defense, JCS and Defense Intelligence Agency.

c. Evaluate and approve requests for intelligence documents and control dissemination in accordance with guidance received from DIA and the military services.

d. Supervise intelligence personnel of the joint military services serving in the Division and the civilian clerical staff which supports Division activities.

e. Coordinate intelligence production resources tasking and manage the fiscal, material and manpower resources to accomplish required production, ensuring that all valid requirements are considered in planning phases.

f. Coordinate the development of integrated resources planning and assemble the USCINCLANT intelligence General Defense Intelligence Proposed Program (GDIPP).

g. Act as coordinator for Intelligence Division Civilian Manpower actions.

h. Act as Executive Agent for the USLANTCOM Theater Intelligence Architecture Program (TIAP) and serve as the Executive Secretary for TIAP Steering Group meetings.

i. Act as Chairman of USLANTCOM Intelligence Production Review Board meetings.

j. Perform assigned additional duties in matters concerning CINCLANTFLT taskings.

0510 The Theater Intelligence Architecture Program Coordinator (J21B) shall:

a. Prepare the command's Theater Intelligence Architecture Program Intelligence Guidance Document and manage on-board contractor personnel in development of the Theater Intelligence Architecture Plans.

b. Provide regular reports to Plans, Policy, Production, and Resources Management Officer regarding Plan development and periodically prepare summary reports for the Director of Intelligence.

c. Provide supplementary plans and proposals for implementing key elements of the Plan that will help to satisfy urgent current requirements.



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d. Upon completion of the Architecture Plan and contract termination, assume responsibility for maintaining the Architecture as a current planning document reflecting future theater system required capabilities and provide supporting plans for implementing component parts of the system.

0511 Senior Exercise Intelligence Planner (J211) shall:

a. Provide intelligence-related assistance, briefings and updates to USCINCLANT staff; its superior, lateral, subordinate and component staffs; and exercise planning groups.

b. Supervise development, control and dissemination of intelligence plans, scenarios and support documents for the planning and execution of allied, JCS-sponsored and joint exercises and wargames.

c. Seek and provide evaluations and critiques of intelligence-related play and problems as encountered in USCINCLANT OPORDs/OPLANs/CONPLANs during exercise and execution.

d. Coordinate intelligence exercise requirements and plans from components and subordinates with various national support agencies (DIA, NSA, CIA) and specialized service commands.

0512 Assistant Exercise Intelligence Planner (J211A) shall:

a. Assist the Exercise Intelligence Planner in all duties delineated.

b. Supervise intelligence personnel participating in the Director Joint Control Group planning staff and the USCINCLANT Joint Operations Center.

c. Seek and provide evaluation and critique of intelligence dissemination during all USCINCLANT/CINCLANTFLT-involved exercises.

0513 Senior Intelligence Policy and Plans Officer (J212) shall:

a. Develop and maintain intelligence plans and policy for USCINCLANT as directed.

b. Develop and maintain intelligence annexes to USCINCLANT OPORDs/OPLANs/CONPLANs.

c. Review and comment on intelligence plans/policy of senior, lateral, and subordinate/component commands plus those of appropriate government agencies.

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d. Prepare intelligence input to USCINCLANT SITREPs and to Quarterly Issues and Activities Reports.

e. Act as Defense Wide Intelligence Plan (DWIP) Actions Officer.

0514 The Production Dissemination Management Officer (J213) shall:

a. Review requests for intelligence products and services and coordinate with production facilities. Initiate production tasking when appropriate.

b. On a recurring basis, review and revalidate standing production requirements.

c. Coordinate with intelligence customers and producers to reduce unnecessary duplication of intelligence products.

d. Organize and coordinate the meetings of the USLANTCOM Intelligence Production Review Board (LIPRB).

e. Act as Account Manager and supervise the dissemination activities of all U.S. Atlantic Fleet Commands and Operating Forces of the U.S. Atlantic Command. Serve as the link between DIA, COMNAVINTCOM and subordinate units.

f. Coordinate and validate biennial review of subordinate Mission and Function statements and Statements of Intelligence Interest (SII).

g. Provide training for subordinate units in procedures for ordering intelligence publications and submitting/updating Mission and Function Statements and SIIs.

h. Promulgate direction to subordinates detailing the validation chain of command and USCINCLANT dissemination procedures and policies.

i. As USCINCLANT validator, examine intelligence requirements submitted by subordinate organizations to determine that the criteria for final validation has been met as stated in DIAM 59-1.

j. Coordinate with subordinate units to ensure correctness and appropriateness of DIA's Finished Recurring Intelligence File (FRIF) and COMNAVINTCOM's Basic Allowance List (BAL), validating all requests for additions or deletions.

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k. Consolidate and edit intelligence division histories for both USLANTCOM and LANTFLT.

0515 The Resources Management Program Analyst (J214) shall:

a. Develop, review and analyze General Defense Intelligence Programs for USCINCLANT and CINCLANTFLT activities.

b. Compile a prioritized and integrated USLANTCOM program ensuring that all required resource display data and justifications are properly incorporated, and submit appropriate portions to service program managers.

c. Evaluate program decisions of senior program managers and the Secretary of Defense, assess their impact on USCINCLANT/CINCLANTFLT intelligence programs, and develop recommended reclama positions.

d. Review and analyze intelligence program elements of the Five Year Defense Plan (FYDP) and the Service Program Objectives Memorandums (POMs) for USCINCLANT/CINCLANTFLT and component activities.

e. Prepare Joint and Navy Manpower Planning Documentation for USCINCLANT/CINCLANTFLT staff elements.

f. Review documentation of subordinate activity's intelligence programs to ensure consistency with approved/programmed resources.

g. Review and evaluate subordinate activity intelligence manpower requests/actions, and recommend approval or disapproval based on their relative merit and resource availability.

h. Administer Intelligence Directorate Staff civilian personnel management matters, including liaison with the civilian personnel office.

i. Act as Action Officer for the USLANTCOM CINC's Intelligence Review Programs.

0516 The Director, Target Intelligence Division (J22) shall:

a. Exercise staff cognizance over nuclear and conventional targeting and mission planning materials.

b. Exercise staff coordination with USCINCLANT representatives to Joint Strategic Target Planning Staff (JSTPS) concerning matters of targeting and reconnaissance planning.

c. Coordinate target intelligence with SACLANT and provide assistance to SACLANT staff elements responsible for nuclear targeting in SACLANT operations plans.

d. Provide policy guidance for the formulation and review of agenda items for the Target Intelligence/Target Materials Conference and the Target Intelligence Production Plan Conference.

0517 The Director, Target Materials/Special Operations Targeting (J221) shall:

a. Plan and ensure that target intelligence and target materials, as required, are provided for all USCINCLANT/CINCLANTFLT operations plans.

b. Exercise staff cognizance over the annual DIA Target Intelligence/Target Materials Conference by preparing USCINCLANT agenda items and reviewing items submitted by other agencies.

c. Exercise staff cognizance over the Automated Data Base and applications software required by the Directorate in developing USCINCLANT/CINCLANTFLT OPLANS.

d. Prepare conventional and nuclear weapons effects studies and perform target analysis and weaponeering in support of USCINCLANT/CINCLANTFLT operations plans.

e. Monitor and manage the U.S. Atlantic Command's Special Operations (SO) targeting effort in conjunction with J58 and COMSOCLANT. Task production of Special Operations Intelligence Folders (SOIF) based on current USLANTCOM SO target list.

f. Coordinate with other staff agencies, unified and component commands and higher headquarters and represent USCINCLANT at conferences and meetings on matters dealing with SO targeting and SOIF production.

0518 The Director, Cruise Missile Targeting Division (J222) shall:

a. Exercise staff cognizance over the intelligence contained in the National Target Base (NTB), National DGZ List (NDL), Target Data Inventory (TDI), Basic Encyclopedia (B.E.), FICEURLANT mission planning materials and other intelligence products covering the USCINCLANT areas of responsibility.

b. Make continuing appraisals of enemy installations for potential targets which could be brought under attack by the weapon systems of the U.S. Atlantic Command.

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c. Maintain close and continuing liaison and coordination with target intelligence organizations (JCS, JSTPS, DIA, FICEURLANT) to ensure coordination and mutual support.

d. Perform duties as the Strategic Target Analyst on the Alert Cadre for USCINCLANT COOP 2204 by maintaining targeting expertise and document support necessary for immediate deployment.

0519 The Director, Target Plans/Weaponneering Division (J223)  
shall:

a. Conduct target analysis for cruise missile missions in support of USCINCLANT/CINCLANTFLT Plans. Serve as a member of the USCINCLANT Tomahawk Target Selection Panel and USCINCLANT Cruise Missile Working Group.

b. Prepare weaponneering estimates and evaluate weapons effects for cruise missile employment.

c. Nominate cruise missile targets for inclusion in USCINCLANT operation plans. Maintain cruise missile target lists.

d. Support cruise missile test programs and advise cognizant staff elements on warhead and targeting considerations.

e. Coordinate with Cruise Missile Planning Branch (J56) to ensure target requirements are met.

f. Serve on Joint Munitions Effectiveness Manual (JMEM) Tomahawk Working Group and coordinate with Naval Weapons Center, China Lake for development of Tomahawk weaponneering data.

0520 The Director, Collection Management Division (J24) shall:

a. Act as principal advisor to Director of Intelligence (J2) on all matters pertaining to all-source intelligence collection requirements, tasking and reporting.

b. Supervise the development of collection architecture which ensures that both national and theater intelligence collection systems are properly designed, supported, and exploited to meet USCINCLANT and subordinate command requirements.

c. Supervise planning, management and administration of the USCINCLANT intelligence collection programs to ensure tasking, objectives, guidance and results are well-defined.

d. Maintain continuing liaison with the USCINCLANT/CINCLANTFLT/CINWESTLANT/COMOCEANLANT staffs; the staffs of other higher, lateral, and subordinate commanders; and those other agencies as appropriate to fulfill the U.S. command intelligence collection mission.

e. Supervise the management of the Collection Division personnel training program.

f. Provide guidance, directives and instructions to subordinate commands in USLANTCOM to ensure proper and effective collection management procedures are observed.

g. Represent USCINCLANT (J2) in all conferences, seminars, and meetings dealing with intelligence collection matters.

h. Provide briefs to other commands on the operation of the USCINCLANT Collection Management Division.

i. File a Confidential Statement (DD Form 1555) in accordance with SECNAVINST 5370.2 prior to the assumption of duties, and annually thereafter prior to 31 October with information current as of 30 September.

0521 The Collection Operations/HUMINT Coordination Officer (J241) shall:

a. Serve as Executive Assistant Collection Operations and HUMINT advisor to the Director, Collection Management Division.

b. Maintain cognizance of incoming intelligence collection requirements, make assignment recommendations to Head of Collection Management Division, maintain current records of all division taskings assigned and progress toward completion, and act as central point of contact for division taskings in the absence of the division head.

c. Act as primary HUMINT control and coordinating officer for collection requirements from all USLANTCOM forces. Maintain cognizance over the Human Intelligence Tasking System (HITS) Program.

d. Develop and maintain theater collection historical and reference files.

e. Be responsible for management of Intelligence Collection Requirements (ICRs) and Continuous Intelligence Requirements (CIRs), to include tasking and guidance concerning such requirements levied on USLANTCOM commands.

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- f. Supervise the maintenance of HUMINT collection reference documents.
- g. In the absence of the Director, Collection Management Division, or when/as directed, represent the Collection Management Division at selected staff conferences and during visits to other U.S. and national level commands.
- h. Function as a standing member of the Collection Management Division Watch Team.
- i. Provide J24 orientation briefings to visitors in the absence of, or whenever directed by, Director, Collection Management Division.
- j. Review USLANTCOM and subordinate command OPORDs, OPLANS, CONPLANS, and instructions. Supervise preparation of USCINCLANT collection plans for HUMINT. Review HUMINT collection plans of subordinate commanders. Prepare and maintain HUMINT intelligence collection and reporting instructions issued to subordinate commands.
- k. Supervise the production of collection documents and support packages by enlisted personnel and junior naval reserve officers.
- l. Develop and maintain a working knowledge of other J24 collection disciplines to serve and support the respective functional managers as required. Serve in action/working groups for specific collection projects and perform other collection management tasks, as assigned.
- m. Cross-train as the Tailored Special Collections Officer (J244).
- n. In an ADDU capacity, perform the above duties for CINCLANTFLT in Code N241.

0522 The Special Collection and Requirements Officer (J242)  
shall:

- a. Receive, collate, and initiate collection action for USLANTCOM and component commanders' intelligence collection requirements.
- b. Provide assistance and guidance to subordinate staff level collections personnel on the methods used in tasking National, Unified and Specified assets to satisfy fleet and component command requirements.

c. Assist J245 in the receipt and initiation of SIGINT collection tasking for National level sensors for time-sensitive requirements.

d. Supervise preparation of USCINCLANT intelligence collection plans. Review collection plans of subordinate commanders.

e. Serve in behalf of the Director, Collection Management Division, as director of special collection management project working groups.

f. Act as the Collection Management Division Project Officer for all matters involving automation, man-machine interfaces, and all computer-related taskings/initiatives (including hardware/software issues involving installed/future ADP equipment).

g. Act as the J2 project officer on USCINCLANT staff for new intelligence collection platform/systems development initiatives and re-evaluations of current platform/systems' capabilities. As necessary, generate requirements for new and/or improved platforms/systems to address intelligence collection management shortfalls.

h. Prepare analytical point papers in support of delegated J2 collection requirements management projects.

i. Act as the collection management representative in USLANTCOM for liaison with special/sensitive national intelligence collection programs not under the cognizance of other J24 personnel.

j. Act as the project officer in charge of development/integration of all Collection Management architectures. Serve as the designated Collection Management authority/liaison officer with regard to all Theater Intelligence Architecture Program (TIAP) initiatives.

k. Act as the primary point of contact within the Collection Management Division for all long-term interface/liaison matters with national SIGINT validation authorities/agencies.

l. Supervise the preparation of SIGINT collection and reporting instructions used by subordinate USCINCLANT commands.

m. Review and validate component requirements for improved SIGINT collection and dissemination systems to support subordinate commands.



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n. Supervise the maintenance and submission of USLANTCOM inputs to the National SIGINT Requirements List (NSRL).

o. Cross-train as the Tactical Exploitation of National Capabilities (TENCAP) Collections and Coordination Officer (J245).

p. In an ADDU capacity, perform the above duties for CINCLANTFLT in Code N242.

0523 The Peacetime Aerial Reconnaissance Program (PARPRO) and Imagery Intelligence (IMINT) Collection Officer (J243) shall:

a. Serve as the primary action officer and act as the point of contact in USLANTCOM for liaison on sensitive national intelligence collection programs, as directed by the Director, Collection Management Division (J24).

b. Manage the development of intelligence collection requirements for satisfaction by PARPRO systems. Monitor the satisfaction of all USCINCLANT requirements through liaison with tasking authorities in USLANTCOM JRC. Provide feedback to tasked PARPRO collectors on success/shortfalls of collection, and provide recommendations for improvement.

c. Act as the USLANTCOM project officer for the Defense Dissemination System (DDS).

d. Supervise the maintenance and submission of USLANTCOM Imagery Requirements Objective List (IROL).

e. Prepare analytical point papers in support of delegated J2 collection projects.

f. Supervise the maintenance of PARPRO collection reference documents.

g. Act as the J24 liaison officer for all special intelligence collections, projects, initiatives dealing with U.S. Air Force systems, platforms, and/or commands.

h. Act as the primary action officer in J2 for intelligence collection management of future imagery systems.

i. Act as the primary action officer in J2 for intelligence collection management of non-optical imagery systems.

j. Act as the primary J2 representative on the USCINCLANT C3CM working group.

k. Cross-train as the HUMINT Collections and Coordination Officer (J241).

1. In an ADDU capacity, perform the above duties for CINCLANTFLT in Code N243.

0524 The Tailored Special Collections Officer (J244) shall:

a. Receive, collate, and initiate tailored/special all-source intelligence collection action for USLANTCOM and component commanders' intelligence collection requirements. Maintain all collection operations--special collection taskings filed by J24. Review status of tailored collection actions and provide feedback to collectors.

b. Be cognizant of intelligence collection requirements and provide collection guidance to subordinate commands, as required, to perform intelligence collection support for NATO operations conducted in the USLANTCOM area of responsibility. Review collection plans of subordinate commanders.

c. Provide tailored intelligence collection support to operating forces and theater intelligence collection programs. Receive, collate, and initiate collection action on special requirements for/from USN/USMC component forces.

d. Review the preparation of operational intelligence collection and reporting instructions used by subordinate USCINCLANT commands.

e. Develop and review requirements for improved special collection and dissemination systems to support subordinate commands.

f. Develop, request, and monitor collection operations of third party countries, provide U.S. intelligence collection priorities, coordinate support for these operations.

g. Serve as primary action officer and point of contact within J2 for intelligence exchange, cooperative programs and agreements with foreign nations as assigned.

h. Review tailored collection support packages and collection guidance for coordinated special afloat operations.

i. Task and monitor intelligence information reporting (IIR) of USCINCLANT and subordinate commands.

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j. Supervise the maintenance of collection reference documents dealing with all standardized USLANTCOM intelligence reporting procedures.

k. Serve as primary action officer and point of contact within J24 for intelligence collection guidance/support to Special Operations Forces Atlantic (SOCLANT) and U.S. Forces Caribbean (COMUSFORCARIB).

l. Act as the USLANTCOM/J2 liaison officer to the LANTFLT Fleet Support Officer. Perform duties as directed by J2/J24 as the command representative to LANTFLT/N24 for all Fleet Support matters dealing with intelligence programs management and initiatives.

m. Act as point of contact within J2 for all friendly cover and deception operations and necessary intelligence support.

n. Act as the secondary/alternate Collection Management Division representative on the USCINCLANT Alert Cadre.

o. Cross-train as the Navy Special Collections Officer (J246).

p. In an ADDU capacity, perform the above duties for CINCLANTFLT in Code N244.

0525 The TENCAP Collections Coordination Officer (J245) shall:

a. Serve as the primary action officer and point of contact in USLANTCOM for all subordinate level requirements for tactical exploitation of national capabilities (TENCAP Officer).

b. Conduct liaison as necessary with higher and subordinate levels to ensure productive national/tactical interfaces are available/developed to support tactical commanders intelligence requirements.

c. Manage the maintenance and submission of requirements for the USLANTCOM Imagery Requirements Objectives List (IROL).

d. In conjunction with J242, receive, collate, and initiate time-sensitive collection taskings for national SIGINT sensors.

e. In conjunction with J242, assist (as directed) in the generation and maintenance of USLANTCOM NSRL requirements.

f. Prepare analytical point papers in support of delegated J2 collection projects.

g. Supervise the maintenance of collection reference documents dealing with TENCAP and IMINT matters.

h. Act as the J24 liaison officer for all special intelligence collections, projects, initiatives dealing with U.S. Army systems, platforms, and/or commands.

i. Manage the Collection Management Division Reserve Personnel Program.

j. Act as the alternate USLANTCOM project officer for the Defense Dissemination Systems (DDS).

k. Act as the alternate action officer in J2 for intelligence collection management of non-optical imagery systems.

l. Assist the PARPRO and IMINT Systems Collection Officer (J243) in managing intelligence collection tasking for scheduled peripheral reconnaissance missions. Act as the primary PARPRO and IMINT Systems Collection Officer in the absence of J243.

m. Act as the primary Collection Management Division representative on the USCINCLANT Alert Cadre.

n. Serve as project officer on such special tasking as may be assigned by the Head of the Collection Management Division.

o. Cross-train as the PARPRO and IMINT Systems Collection Officer (J243).

p. In an ADDU capacity, perform the above duties for CINCLANTFLT in Code N245.

0526 The Navy Special Collections Officer (ADDU for N24/Head, Collection Management Division CINCLANTFLT) (J246) shall:

a. Monitor special USCINCLANT intelligence collection operations.

b. Maintain liaison with WESTLANT and CINCLANTFLT staffs, with staffs of higher, lateral, and subordinate commands, and with other agencies to accomplish naval intelligence collection missions.

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c. Act as USLANTCOM Control Officer for various special programs, assisted by J26 for billet management and document Control.

d. Monitor CINCLANTFLT and subordinate commands to ensure the periodic testing of the special contingency communications system.

e. Keep J2 informed on the status of high-interest naval intelligence special operations.

f. Provide training to Intelligence Watch Officers (IWOs), USLANTCOM Command Center Watch personnel, and special on-call duty officers.

0527 The Director SCI Division/SSO (J26) shall:

a. Act as the Division Director.

b. Act as the Advisor to the Director of Intelligence for the management, supervision and direction of all USLANTCOM Special Compartmented Intelligence (SCI) programs.

c. Act as the USCINCLANT Special Activities Officer and Control Officer for all Navy and national SCI programs within USCINCLANT.

d. Act as the manager and controlling authority for all aspects of security dealing with the processing, production and dissemination of computer/ADP aspects of SCI security impacting upon USLANTCOM.

e. Serve as interface between USLANTCOM and the National Agencies for all aspects of SCI security impacting upon area of responsibility.

f. Act as the single, authoritative source for SCI guidance and management of the decompartmentation, sanitization, decontrol and downgrading programs.

g. Act as manager of SCI physical security accreditation program.

h. Act as single, authoritative source for all security programs governing the classification, transmittal and dissemination of SCI materials within USLANTCOM.

i. Act as the approving authority for all new SCI billet/access approvals for subordinate SCI accredited commands within USLANTCOM.

j. Be responsible for implementing all SCI policies and directives promulgated by higher authority.

k. Direct all security investigations or fact-finding bodies dealing with SCI security violations. Review and make recommendations to higher authority.

l. Be assigned additional duty in matters concerning CINCLANTFLT taskings.

0528 The Assistant Special Security Officer (J261) shall:

a. Act as assistant to J26/N26.

b. Act as the Assistant Special Activities Officer, responsible for the operations of the USCINCLANT/CINCLANTFLT Special Activities Office.

c. Act as the Assistant Control Officer for all Navy and national SCI programs within USCINCLANT/CINCLANTFLT.

d. Maintain accountability of all Special Compartmented Intelligence information received or originated within USCINCLANT/CINCLANTFLT Headquarters.

e. Manage all Special Compartmented Intelligence (SCI) security programs.

f. Conduct physical security inspections of subordinate SCI facilities.

g. Prepare and submit Special Activities Office facility accreditation requests for subordinate commands within USLANTCOM/LANTFLT.

h. Be responsible for the destruction of all Special Compartmented Intelligence materials.

i. Assist in decompartmentation, sanitization, decontrol and downgrading programs within USLANTCOM/LANTFLT.

j. Provide SCI administrative guidance and assistance to local staffs in support of their SCI programs.

0529 The Director, Intelligence Data Handling Systems (IDHS) Division (J29) shall:

a. Be responsible for the overall supervision of the IDHS Division of the USCINCLANT staff.

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b. Be responsible for coordinating the overall execution of USLANTCOM IDHS plans, procedures and operations.

c. Represent the Intelligence Directorate on committees and at conferences concerned with ADP.

d. Coordinate USLANTCOM IDHS development with other DOD intelligence activities.

e. Be responsible for configuration management for USLANTCOM IDHS.

f. Act as a program manager for the overall planning and development of Intelligence Data Handling Systems to sustain intelligence analysis and production in support of mission objectives.

0530 The IDHS Technical Director/ADP Manager (J29A) shall:

a. Provide technical and administrative supervision over J291, J292, J293, J294 and J295.

b. Serve as Deputy Director IDHS and assume the duties of the IDHS Director when required.

c. Be the principal ADP technical advisor to the IDHS Director.

d. Develop and guide intelligence ADP plans.

e. Develop the USLANTCOM General Defense Intelligence Program (GDIP), IDHS Program Element Submission.

f. Provide ADP technical direction for all IDHS modernization contractual efforts.

g. Serve as the DOD Internal Control Program (ICP) Assessable Unit Manager for IDHS.

0531 The IDHS Hardware Configuration Management Branch Chief (J291) shall:

a. Provide technical and administrative supervision of activities of the hardware configuration staff.

b. Administer the USLANTCOM IDHS configuration control program and coordinate utilization of the baseline hardware inventory. Serve as secretary to the IDHS Configuration Control Board.

- c. Analyze ADPE requirements, develop acquisition planning, and coordinate hardware purchase/lease contracts for USCINCLANT, FICEURLANT, LANTDAC and COMUSFORCARIB.
- d. Coordinate installation/acceptance and deinstallation/disposition of hardware.
- e. Serve as focal point and central coordinator for scheduling and prioritizing contractor maintenance of hardware.
- f. Review hardware-related planning to ensure adequate consideration is given to current state-of-the-art hardware technology.
- g. Participate in the evaluation of hardware change proposals to assess their impact on the USLANTCOM IDHS program.
- h. Serve as Deputy IDHS Technical Director and assume the duties of the Technical Director in his absence.
- i. Administer USCINCLANT IDHS OPN funds.

0532 The IDHS/ADP Plans and Training Officer (J291A) shall:

- a. Generate manuals and related materials for IDHS hardware training programs.
- b. Coordinate and supervise training of all incoming J2 personnel on IDHS hardware and related software.
- c. Provide liaison between intelligence analysts and IDHS hardware and software configuration management.
- d. As assistant IDHS hardware configuration manager, review hardware related planning and evaluate hardware change proposals.
- e. Assist in the administration of USLANTCOM IDHS configuration management program and coordination of the baseline hardware inventory.
- f. Automate configuration management data to facilitate record-keeping and reporting.
- g. Develop automation tools for use by J2 intelligence analyst.



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0533 The IDHS Software Configuration Management Branch Chief (J292) shall:

a. Provide technical and administrative supervision of activities of the software configuration staff.

b. Administer the software maintenance program for all operational IDHS systems and maintain the baseline software inventory.

c. Coordinate software requirements analysis and preliminary design with the IDHS Data Base Manager and manage contracted software development efforts.

d. Develop detailed design, coding, implementation and documentation for in-house software projects.

e. Design, implement and manage the IDHS software project documentation standards program in coordination with the IDHS Data Base Manager.

f. Serve as focal point and central coordinator for contractor maintenance of software.

g. Maintain liaison with the AN/GYQ-21(V) software Executive Agent for Distribution of 21(V) software.

h. Participate in the evaluation of software change proposals to assess their impact on the USLANTCOM IDHS program.

i. Provide liaison with the Naval Telecommunications Center (NTCC) in matters dealing with electronic delivery of GENSER messages to J2/N2.

0534 The Software Configuration Systems Analyst (J292A, J292B) shall:

a. Create and manage system files.

b. Install, test and evaluate applications software systems, new releases and patches.

c. Design, code and implement major new functions or changes to functions for specific USLANTCOM applications.

d. Develop operating procedures and plans for specific applications, providing for routine maintenance and for recovery from system failures.

- e. Analyze required functions to determine the feasibility of automating entire or partial function processes.
- f. Prepare file and system documentation in accordance with established standards.
- g. Assist in the preparation of development plans and schedules.
- h. Provide training to computer operators in specific applications and operating procedures, and provide guidance and training to staff programmers in the use of machine languages, system utilities and application programs.
- i. Install and test operating system software releases and patches.
- j. Tailor operating system for particular applications systems.

0535 The Software Configuration Programmer (J292C, J292D) shall:

- a. Install, test and evaluate applications programs and patches.
- b. Design, code and implement new programs and changes to programs.
- c. Assist in the development of specific operating procedures.
- d. Prepare program documentation in accordance with established standards.
- e. Devise methods of data collection and accumulate data for analysis of specific problems.
- f. Assist in the development of training plans for both computer operators and end users and provide actual classroom and hands-on instruction.

0536 The IDHS Management Support Services Branch Chief (J293) shall:

- a. Provide technical and administrative supervision of activities of the Management Support Services staff.
- b. Supervise the coordination of computer facility site planning, preparation and maintenance.

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c. Serve as the focal point and central coordinator for PWC and NAVELEX engineering support.

d. Direct and coordinate execution and financial accounting of the USLANTCOM IDHS O&MN budget.

e. Supervise maintenance of the USLANTCOM IDHS technical reference library.

f. Research developing technologies for communications and graphics equipment for incorporation in long-range planning for USLANTCOM IDHS.

g. Coordinate and supervise the development of training plans for the USLANTCOM IDHS training program.

h. Direct and monitor all aspects of IDHS systems security.

i. Direct and coordinate IDHS telecommunications system planning, installation and maintenance.

j. Supervise IDHS clerical duties, functions and responsibilities.

0537 The IDHS Management Support Services System Analyst (J293A) shall:

a. Develop and implement security concepts and techniques for intelligence information systems to support specific analytical applications.

b. Develop and implement Disaster Recovery Procedures for the recovery of data, software, and procedures.

c. Analyze newly developed graphic vendor systems and concepts and examine system specifications. Prepare feasibility studies for potential applications.

d. Research graphic hardware and software developments to ensure that latest technology is incorporated in long-range planning for management information system development.

e. As IDHS Information Security Officer, analyze and develop procedures and policies for security requirements and contingency planning. Assign and monitor passwords and security protection procedures for all IDHS computer systems.

f. Establish and maintain planning schedules and work estimates for developmental efforts.

g. Effect liaison with internal and external organizations, including consultant, contractor and advisory personnel, to assist with design, implementation and maintenance of management support system activities.

0538 The IDHS Communications Specialist (J293B) shall:

a. Determine operational technical and support requirements and formulate plans for locating, installing, operating and maintaining IDHS telecommunications equipment and systems.

b. Establish performance standards for IDHS telecommunications operation and maintenance, and advise IDHS operations Personnel of system status and capability.

c. Initiate and coordinate programming and budgeting actions for projected telecommunication requirements.

d. Act as the IDHS computer network coordinator. Ensure that systems are linked in the most effective manner and that equipment and operating procedures meet minimum security standards.

e. Prepare documentation and required training material for IDHS telecommunications components.

f. Effect liaison with internal and external organizations as required to coordinate telecommunications system planning, operation and maintenance.

g. Coordinate with the Naval Supply Center and NAVELEX for contracted engineering services.

0539 The IDHS Management Support O&MN Budget/Procurement Officer (J293C) shall:

a. Manage financial aspects of current year O&MN expenditures and maintain a system for automated budget accounting.

b. Prepare O&MN financial plans and budget documents for annual submission.

c. Develop and execute training plans.

d. Maintain a technical reference library.

e. Coordinate requisition and acquisition of IDHS supplies, furniture, equipment and software.

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0540 The IDHS Data Base Administration Branch Chief (J294)  
shall:

- a. Provide technical and administrative supervision of the activities of the data base administration staff.
- b. Develop, implement and administer the USLANTCOM IDHS data standards program.
- c. Design, develop, install and manage new data base systems.
- d. Serve as the focal point and central coordinator for data standards programs and for technical planning related to data interoperability.
- e. Analyze new intelligence requirements and prepare feasibility studies, preliminary design studies and documentation for in-house software projects.
- f. Manage and coordinate data base development efforts.
- g. Establish, maintain and manage a system for data base security.

0541 The IDHS Data Base Systems Analyst/Programmer (J294A, J294B) shall:

- a. Develop and implement concepts and techniques, based on state-of-the-art data base management systems and devices, for required data bases and systems.
- b. Conduct systems analyses leading to design and development of new intelligence data bases.
- c. Design, develop, implement and maintain feasible data base application software programs and utilities to meet user requirements.
- d. Establish, develop and maintain data base organization, its overall logical structure and data element interrelationships.
- e. Generate and maintain physical data base descriptions utilizing description languages appropriate to the Data Base Management Systems in use.

f. Establish and maintain data base documentation and training guides for ADP and analytical user personnel. Develop specific training plans and provide training to operator and user personnel.

g. Effect liaison with internal and external organizations, including consultant, contractor and advisory personnel, to assist with data base development, system design, implementation and maintenance activities.

0542 The IDHS ADP Operations Branch Chief (J295) shall:

a. Provide technical and administrative supervision of the ADP operations staff.

b. Provide for continuous (24-hour, 7-day/week) operation of ADPE in the computer facility.

c. Act as the ADP Operations Site Commander for coordination of contractor hardware maintenance and coordination with other site commanders as required.

d. Serve as focal point and central coordinator for hardware incident reporting and hardware inventory accounting in the consolidated computer facility.